ZAHID SAEED

Communication Expert

Contact

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Languages

English   (P.W Proficiency)
Urdu   (Bilingual Proficiency)
Pushto   (Bilingual Proficiency)

Software Skills

➤ GIS   ★ ★ ★ ★ ★
➤ Google Earth   ★ ★ ★ ★ ★
➤ Corel Draw   ★ ★ ★ ★ ★
➤ Microsoft Office ★ ★ ★ ★ ★
➤ Global Mapper   ★ ★ ★
➤ AutoCAD   ★ ★ ★

Soft Skills

➤ Have good concepts of Object Oriented design and programming with sound implementation in C++.
➤ Capable of successfully adapting to new environment and technology.
➤ Excellent conceptual and analytical skills
➤ Problem solving Excellent communication Leadership
➤ Project management Teamwork & Presentation

Profile

A Communication Expert, having MS/M.Phil degree in Computer Science and 13 years of experience in social sector presently working as UC Communication Officer in a renowned organization People, In addition to this I have also worked as HRO Officer with CTC, UC Polio Officer with WHO and as Social Worker with RDP.

Experience

PROFESSIONAL EXPERIENCE
(Overall 13 years of Experience in Social Sector)

CHIP Training & Consulting (CTC)/ People   April 2013 to Nov 2018
Union Council Communication Support Officer   Sep 2020 to Present

➤ To act as Union Council focal point to coordinate and support the preparation, implementation and monitoring of district PEI and EPI social mobilization and communication planning (particularly SIAs) in the assigned district in collaboration with Department of Health and polio partners.
➤ Create and manage a network of reliable 'informers' with contact details of incoming migrants/labourers, nomads, temporary slum dwellers, etc. in all revenue villages of the UC
➤ Identify non-government organizations (NGOs) and civil society organizations (CSOs) who can conduct social mobilization activities at the community level and conduct resource mapping
➤ Identify and motivate religious leaders, elders, schools and other local influencers at the UC-level and particularly in resistant pockets, to support Polio Eradication Initiative (PEI) activities
➤ Work to raise community awareness on oral polio vaccine (OPV) campaign and routine immunization
➤ Motivate and mobilize religious leaders, schools, Lady Health Workers (LHWs) and other local influencers at the block level and in resistant pockets

CHIP Training & Consulting (CTC)   Dec 2018 till 31st Aug 2020
Human Resource Officer (HRO)
➤ Coordinate with CBV manager and third party vendor on CBV related information on hiring and training to be shared with the Provincial EOC and UNICEF team lead.
➤ Prepare plan for recruitment of the human resource for CBV inclusive of supervisory tiers in coordination with the third party. Facilitate timely hiring of the CBV human resource where and when required.
➤ Regularly monitor turnover of the CBV human resource and ensure % deployment of workers with vacant posts filled in agreed time frame with due process followed.
➤ Support with the induction training of selected / recruited HR in coordination with the training coordinator (after CBV manager sign off) and third party vendor.
➤ Maintain close coordination with third party vendor to ensure smooth administrative management of CBV workers by liaising between field staff and third party.
➤ Follow up with vendor on the gaps in timely remuneration distribution to CBV workers.
➤ Provide weekly and monthly status update on CBV deployment and training to UNICEF focal person and CBV manager at PEOC; Ensure proper flow of information / updates on CBV workforce, after signed off by the line supervisors, with DPCRs.

TECHNICAL SKILLS

➤ Development Languages
   Borland C++
➤ Databases
   SQL and MS Access
➤ Modeling
   UML and Microsoft Visio
➤ Tools
   MS Office, Weka, Rapid Miner

ACADEMIC PROJECTS

➤ Bank management system Course: Object Oriented Programming Role: Individual Project based on object oriented programming and file handling. Language used: Borland C++

➤ Hospital management system Course: Software Engineering Role: Individual Project Designed a hospital management system. Project objective was analysis and modeling.

➤ Hospital management system Course: Databases Role: Individual Project

Hobbies and Interests

➤ Soccer (Twice runners up in inter colleges competition)
➤ Cricket
➤ Social Media

➤ Prepare presentations / updates / briefs and reports on CBVs progress vis a vis deployment status and training for the DPCR / EOC and UNICEF as and when required.
➤ Support and coordinate with CTC regional office to conduct inquires as and when required.
➤ Collect and share evidences for disciplinary actions from the field as appropriate and requested by UNICEF focal person and / or CBV Manager.
➤ Undertake any other assignment related to CBVs falling within the ambit of administrative responsibilities.
➤ Plan and prepare for any emergency situation.

WHO   **Nov 2011 to April 2013**
Union Council Polio Worker (UCPW)
➤ Micro-planning:- Assist in preparation and updating SIA micro-plans. Validate the micro-plans in the field. Help in identifying and mapping high-risk areas in the specific UC.
➤ Assist in selection of appropriate vaccinators as per given criteria and in their distribution as per need.
➤ Trainings:- Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
➤ Partnership and Coordination: Promote partnership with all influencing factors at UC level in support of SIAs.
➤ Monitoring:- Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO
➤ Participate in preparation of realistic catch-up plans for missed children and monitor their implementations.
➤ Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/marker survey results.

Rural Development Program   **March 2007 to May 2010**
➤ Social Worker
   conducting interviews with service users and their families to assess and review their situation.
➤ undertaking and writing up assessments (sometimes in collaboration with other professionals), which meet specified standards and timescales.
➤ offering information and support to service users and their families.
➤ organizing and managing packages of support to enable service users to lead the fullest lives possible.
➤ recommending and sometimes making decisions about the best course of action for a particular service user.
➤ liaising with, and making referrals to, other agencies.
➤ Participating in training, supervision and team meetings.

Education

2009-2013	National University of Computer Emerging Sciences, FAST.
	MS/MPhil in Computer Science
2002-2006	University of Peshawar.
	BS (Hon's) in Computer Science
2000-2002	Edwards College Peshawar.
	HSSC (Computer Science)
1998-2000	Matric.
	Science (Computer).

References

➤ Reference will be furnished upon request